Rhode Island Department of Education

AcceleGrants/Consolidated Resource Plan (CRP)

Cash Requirements & Reporting

September 18, 2008

Rhode Island Department of Elementary and Secondary Education

What is the status of my application?

- "RIDE CRP Coordinator Final Approved" is the Final/Awarded Status of an Approved Application.
  - LEA's must move their application to "Superintendent Approved" status in order for RIDE to complete its review and continue to advance the application's status.
  - Applications can be approved only after <u>all</u> programs are deemed acceptable by both RIDE program and fiscal staff.

- <u>All</u> FY 07-08 Final Expenditure Reports for CRP programs must be on file with the RIDE finance office prior to FY 08-09 CRP application approval.

- Only approved applications may request funds and report expenditures.

Financial Module Highlights

- Simplified Cash Requests
- Timely Fund Approvals
- Data Validation
- Workflow and Status Tracking
- Improved Communication

3 Distinct Financial Components

- Cash Reimbursement Requests

- Quarterly Financial Status Reports
  - September 30th
  - December 31st
  - March 31st
  - June 30th

- Final Expenditure Reports (FER)

  Note: LEA's must use these components for FY 2008 – 2009 CRP approved programs. (Old) paper based requests/reports will not be accepted.

System User Roles

- ## Program & Financial Input:
  - Ability to Complete:
    - Cash Requests
    - Quarterly Expenditure Reports

- ## FER Edit:
  - Ability to Complete:
    - Final Expenditure Reports (FERs)

- ## District Business Manager:
  - Ability to Approve:
    - Cash Requests
    - Quarterly Expenditure Reports
    - Final Expenditure Reports (FERs)

Work Flow – Creating Cash Reimbursement Request

- Draft Started

- Draft Completed (or Delete this Cash Reimbursement Request)

- District Business Manager Approved (or District Business Manager Returned)

- RIDE Grant Reviewer Approved (or RIDE Grant Reviewer Returned)

- Submitted for Payment (or Withheld from Batch)

Work Flow – Quarterly Financial Status Report

- Draft Started
- Draft Completed

- District Business Manager Approved – RIDE Accepted
- District Business Manager Submitted For Review
  - When system validation <u>warnings</u> exist.
- District Business Manager Returned

- RIDE Grant Reviewer Processed
- RIDE Grant Reviewer Returned

Financial Reporting

- Quarterly Reports are due within 15 days after end of each reporting period.
    - System will not allow funds to be requested when quarterly reports are past due.
    - Quarterly reports can be revised in system until FER is started.

- FER is due 30 days after the end of the project period.
    - Must complete for all CRP programs on the same report.
    - Must complete "Expenditure Adjustment" report which designates balances to carryover into next fiscal year.

Miscellaneous Items

- Cash Advances:
  - Generally not allowed except for the end of state fiscal year reporting purposes to account for accrual and encumbrance balances.

- Refunds:
  - Refund checks are required for over requested funds.
  - RIDE will enter refunded amount in the system to adjust the "Net Amount Paid to Date" balance to account for refund checks after it is received from district.
  - As in the past, letter explaining the need to refund must accompany check.

- Fund Transfers (Transferability):
  - Contact RIDE for specific to handle cash requests and FER process.

Funding Applications Page

Rhode Island Department of Elementary and Secondary Education

Select Funding Source to Request Funds or Report Expenditures

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Transactions for Grant

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Cash Reimbursement Request

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Status/Comments History Log

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Quarterly Financial Status Report

AcceleGrants - Windows Internet Explorer

http://blade17/Accelegrants/Funding/ExpenditureReport/IERDetail.aspx

Google [G▼] [Go] Bookmarks▼ 65 blocked ABC Check ▼ AutoLink ▼ AutoFill Send to▼ ⦸ Settings▼

McAfee SiteAdvisor ▼

AcceleGrants

Home > Funding Applications > Grant Transactions - Summary For Funding Application > Transactions for Grant > 09/30 Financial Status Report Summary > 09/30 Financial Status Report Details
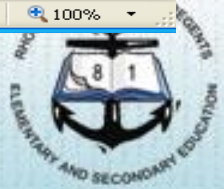
09/30 Financial Status Report Details

Title I-A - Fiscal Year 2009

< FSR Summary   **Save**

Home
Search
Funding Application
Address Book
Document Library
Contact RIDE
My Profile
Help

Session Timeout in 00:59:42

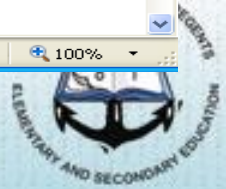| QUARTERLY FINANCIAL STATUS REPORT					
	APPROVED BUDGET	EXPENDITURES 7/1/2008 - 9/30/2008	ACCRUALS / ENCUMBRANCES 7/1/2008 - 9/30/2008	TOTAL	BALANCE
51000 - Personnel Services Compensation	$923,590.71	$85,815.00	$7,456.00	$93,271.00	$830,319.71
52000 - Personnel Services Employee Benefits	$468,949.00	$37,568.50	$2,998.75	$40,567.25	$428,381.75
53000 - Purchased Professional & Technical Services	$3,550.00	$1,645.00	$1,000.00	$2,645.00	$905.00
54000 - Purchased Property Services	$1,900.00	$587.15	$245.00	$832.15	$1,067.85
55000 - Other Purchased Services	$2,020.00	$325.65	$1,500.00	$1,825.65	$194.35
0 - Supplies	$13,305.04	$4,215.00	$125.00	$4,340.00	$8,965.04
0 - Property	$0.00	$0.00	$0.00	$0.00	$0.00
58000 - Debt Service & Misc.	$770.00	$0.00	$100.00	$100.00	$670.00
59000 - Other Items	$0.00	$0.00	$0.00	$0.00	$0.00
60000 - Indirect Cost	$20,782.50	$1,351.00	$115.00	$1,466.00	$19,316.50
TOTALS:	$1,434,867.25	$131,507.30	$13,539.75	$145,047.05	$1,289,820.20

Local intranet   100%

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FER Reporting Sections

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Final Expenditure Report Form

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Expenditure Adjustments